



Faculty/Staff Parking Decal Request Form

Parking decals are required for all faculty/staff vehicles driven on campus. Registration for on-campus parking will be limited to a maximum of five vehicles per individual employee and are non-transferrable. Decals should be removed from vehicles when they expire, upon transfer of ownership of the vehicle, or when employment is terminated with LSUS.

A Safety/Parking Fee will be payroll deducted from each regular payroll check as follows:

\$4.16 per paycheck for 12-month employees and adjunct instructors

\$5.44 per paycheck for 9-month employees

_____ Employee Name	_____ PID or Social Security Number			
_____ Department				
Number of Vehicles (Check the appropriate box):				
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
_____ Employee Signature	_____ Date			

Instructors who teach 100% off-campus or 100% online will not be issued parking decals and will not be responsible for the safety/parking fee.

Employees who work on campus but are not directly compensated through the university must purchase a parking decal from the Payroll Office for \$50 for the academic year. Parking decals purchased mid-year will be pro-rated accordingly.

Gratis employees and Emeritus faculty/staff may receive a parking decal without charge.

**PLEASE REFER TO THE LSUS TRAFFIC & PARKING REGULATIONS
FOR DECAL PLACEMENT AND CAMPUS PARKING RULES.**

For Office Use Only:

Deduction Entered: _____	Decals Entered: _____
Deduction Verified: _____	# _____ # _____ # _____ # _____ # _____